A CAMS login ID and password are required to access the Manage Project Roles page. Only the Profile Manager can make changes to this page. Additionally, an application must have been initiated in order to assign staff to a project.

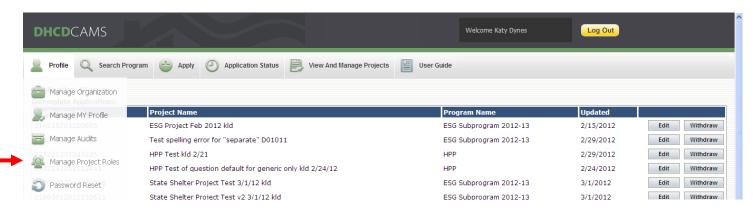
Log into CAMS with a valid ID and password.

Select the *Application and Programs* menu option.

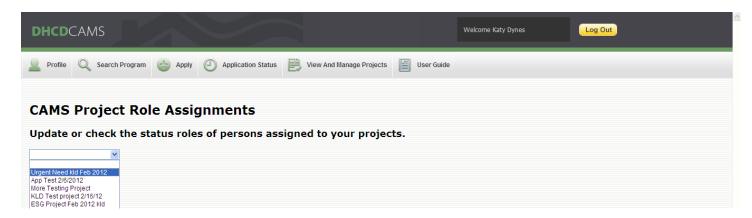
Hover over the Profile menu option at the top of the screen to view the available pages under this option.



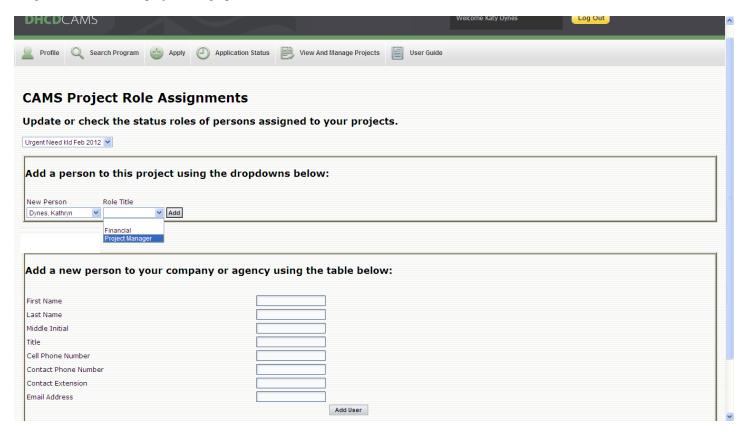
Select Manage Project Roles.



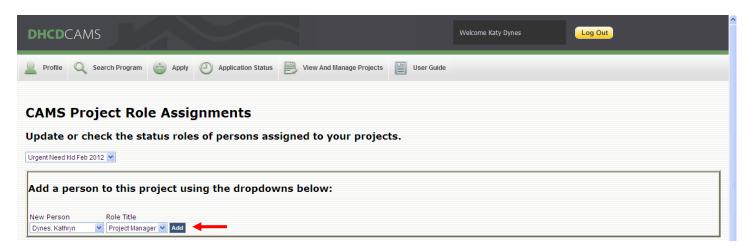
When the Manage Project Roles page displays, click on the dropdown box to select the project to which you want to assign staff. If there are no results in the dropdown, that indicates there are no applications started (no active application IDs for your organization in CAMS.) You may confirm active applications by navigating to the Application Status page. Refer to the "Apply for Funding" User Reference Guide for detailed instructions on applying for DHCD programs.



Once you have selected a project, options to both add a person to the project and to the organization will display on the page. Under the section to add a person to this project select the name of the person from the dropdown list. Then select the role being assigned to them for the project being updated.

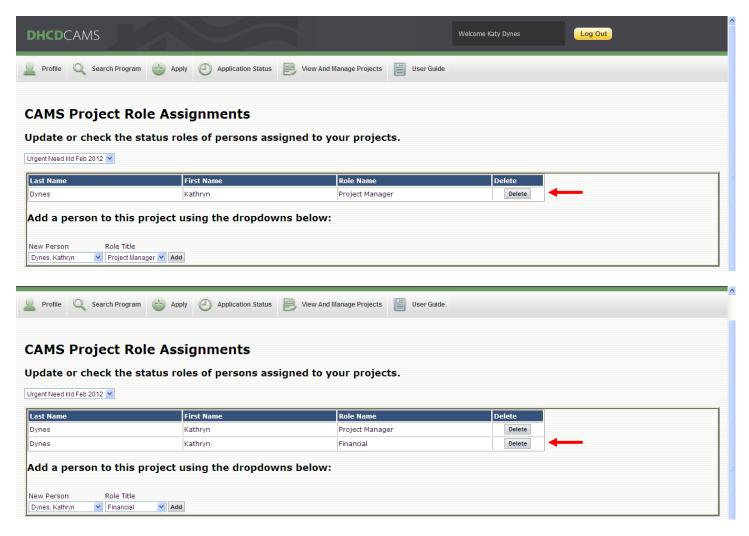


Click on the **Add** button next to the Role Title to add this person in the role selected.



This user is now added to this project in the role selected. If they were added in error, left the organization or have moved to another position in the future, the Profile Manager would select the **Delete** button to remove them from this project.

If the person who was just added also serves in another role, they may be added in that role as well. Simply select the additional role in the Role Title dropdown selection and click on the **Add** button again. The user below was added as a Financial Analyst as well to this project (second screenshot.) As many people as are working on the project may be added in this way.



If there is a staff member within your organization and that person has not yet been added to CAMS as a new user, you may add them within this page and assign them to a project at the same time. Scroll to the bottom of the page and add at a minimum, the information below. The new user can update their profile after they log in for the first time from the *Manage My Profile* page.

- First Name
- Last Name
- Title available titles are:
  - o Profile Manager
  - Head of Organization
  - Program Manager
  - o Program Analyst
  - Financial Analyst
  - Organization Review (Display only access)
- Contact Phone Number if known
- Email Address (this is required in order to send the user their ID and password for CAMS.)

Select **Add User** once the basic user information has been entered.

| Add a new person to your comp | any or agency using the t |
|-------------------------------|---------------------------|
| First Name                    | Sarah                     |
| Last Name                     | Smith                     |
| Middle Initial                |                           |
| Title                         | Program Analyst           |
| Cell Phone Number             |                           |
| Contact Phone Number          | 8045554738                |
| Contact Extension             |                           |
| Email Address                 | ssmith@org.com            |
|                               |                           |

Once the user has been added, an email is sent to the email address entered above. It includes CAMS password details and a link to CAMS. The new user may now be added to a project in the same way as was done in the instructions above.